

TRUMBULL SENIOR CITIZEN COMMISSION
MINUTES
SEPTEMBER 24, 2010

Commission members in attendance: Linda Ciocchi, Chm.; Connie Cleary; Amy DeZenzo; F. Hanna; Joan Mehlhorn; Helen Weinstein; Dee Chiota, Alternate; and Dorothy Merritt, Alternate.
Gary Raytar arrived at 11:05AM.

Non-commission members in attendance: Jean Ferreira, Senior Center Director; Daniel Nelson, Trumbull Town Chief of Staff; and James W. Henderson, Financial/Accounting Controls Analyst.

Public Session: None

Meeting called to order: 10:05AM

Approval of Minutes:

F. Hanna made a motion to amend the June 4, 2010 meeting minutes as follows: Page 3, box indicating the cost of additional classes, **Sub-total** amount should be changed from **\$6,370.00** to **\$9,573.90** and the **total donation** should be changed from **\$4,070.00** to **\$7,573.90**.

MOTION to accept the minutes as amended by J. Mehlhorn, seconded by D. Tkacs.

VOTE: Motion to approve minutes carried unanimously.

Chairman Report:

The Commission discussed the need for more dedicated volunteers. L. Ciocchi noted and J. Ferreira agreed the Senior Center needs more flexible and dependable volunteers for the snack bar as it has not been able to stay open on a regular basis due to the lack of volunteers. There is a need for volunteers for setup, coffee server and cashier. J. Ferreira will contact Audrey Pajoris for help in obtaining volunteers. D. Chiota suggested that a limit of food selection in the snack bar may help with the work load and also the cost savings. L. Ciocchi requested that a "Snack Bar Committee" and also a "Volunteer Committee" be set up.

The Commission also discussed the shortage of food and the need to start up school donations. H. Weinstein is concerned that the public is not fully aware of the food drives. D. Nelson suggested contacting Lori Velardito, the Trumbull Town Website Master, to post all information regarding the food drives on the Trumbull Town Website.

The Commission discussed the lack of utilization of the kitchen downstairs. The Senior Center's kitchen's function is to supply food for people in need and assistance is needed to keep the kitchen operating. The discussion of the possibility to "outsource" help in operating the kitchen. D. Nelson advised this would have to be proposed for next year's budget and would be included as a line item with another account under the Senior Center. There would have to be a cost/benefit analysis.

L. Ciocci expressed her need for help with the newsletter in selling ads to bring in money. L. Ciocci asked if it would be possible for D. Tkacs to help with phone work. D. Tkacs stated she would be able to help. The Commission needs to contact newer attorneys and businesses in order to sell more ads.

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Secretary's Report: None

Treasurer's Report:

J. Ferreira reported a balance of \$13,999.09 in the Senior Center account. J. Ferreira is having difficulties with managing the accounts. She advised there needs to be a more sophisticated process of managing the Senior Center accounts and a computer program is necessary to properly and accurately manage the accounts for the Senior Center.

D. Nelson and J. Henderson suggested the use of Munis System from the Town which would involve some training. G. Raytar asked if the Peachtree Program would also be an option.

D. Nelson also suggested the use of sub-accounts under the Senior Center General Account. An unlimited number of sub-accounts can be created in Munis. Transfers would go through the Town for approvals from Maria Pires, Finance Director, and to the Board of Finance. The Commission would need to budget accordingly for each specific account to avoid any transfers from one account to another. This would require a Motion of Name of account, account number, purpose, and from which account taken out of and which account moved to.

J. Ferreira submitted to the Commission the postage receipt for the mailing of newsletters previously approved in the amount of \$779.00 for the year.

Center Director's Report:

J. Ferreira reported donations of \$1,000.00 each from Cyril Mullins and MacKenzies. Also, a collection for \$867.00 from the last food drive.

J. Ferreira informed the Commission of the purchase of a refrigerator, freezer, tables and chairs and the intercom system has been installed.

J. Mehlhorn advised that trucks went out with large donations to the Rescue Mission in Bridgeport.

D. Nelson informed J. Ferreira that the new furnace for the Senior Center was approved by the Board of Finance and should be approved by the Town Council and Maria Pires will put the order through once it is approved by the Town Council.

J. Ferreira informed the Commission that a hairdresser has been hired. The hairdresser will be providing J. Ferreira with the necessary insurance information and license/certification. D. Nelson suggested to J. Ferreira to obtain a sample of an agreement (possibly from Monroe) for D. Nelson to send to the Town Attorney to prepare documentation for any liability to Trumbull.

J. Ferreira stressed the urgency of the need for a safe at the Senior Center to hold cash and also for day-to-day cash receipts for the Senior Center operations. D. Nelson advised the “Commission” to submit an “REP” to the Board of Finance of purchasing a safe. D. Chiota suggested the possibility of the use of her son’s safe. She will check with him to see if it is available. For the time being, cash will be kept in a safe at the Town Hall.

The Commission also discussed the need for a cash register for use in the snack bar and also for membership fees. J. Henderson suggested that J. Ferreira contact Mary Markham if there is an extra cash register not being used in the Health Department.

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Activities:

Bingo – There has been an increase in the attendance (approximately 60-70 people). J. Ferreira suggested purchasing larger quantities of Stop and Shop gift cards at one time in order to save money.

A Seminar on Elder Issues has been scheduled for October 20, 2010 at 11:30AM. Sponsored by Ludlow Center for Health and Rehabilitation. There is no charge and it includes a light lunch.

C. Cleary is sponsoring “Smile-A-While” Reception. J. Ferreira will ask for a donation from St. Joseph’s Manor of possibly cookies and J. Ferreira will provide punch. The date is scheduled for November 8, 2010 at 12:30PM. J. Ferreira will confirm the accurate date.

Social Services Report:

J. Ferreira noted that the Social Services Department is not now but should be posted on the Trumbull Town Website. D. Nelson will be contacting L. Velardito.

J. Ferreira advised the Commission of the need for a temporary person for Social Services for the processing of fuel/energy assistance applications. Also, male assistance is needed for the pick up of food drives.

Nurse’s Report: None

New Business: Executive Session

A Motion was made by J. Mehlhorn, seconded by D. Tkacs, to hold an Executive Session for the purpose of a Performance Audit at the Trumbull Senior Center.

Close of meeting at 12:10PM.

Executive Session: In attendance: Linda Ciocchi, Connie Cleary, Amy DeZenzo, Fran Hanna, Joan Mehlhorn, Gary Raytar, Doris Tkacs, Helen Weinstein, Dee Chiota, Dorothy Merritt, Jean Ferreira, Daniel Nelson, and James W. Hendersen.

1:30PM Motion to close Executive Session by J. Mehlhorn, seconded by A. DeZenzo.

1:33PM Motion to adjourn by A. DeZenzo, seconded by J. Mehlhorn.

Respectfully submitted,

Marilou Mangiamele, Clerk